



Date of advert: 31 January 2023

**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

QUOTATION NUMBER: SCM/420/22-23

Dear Sir / Madam

REQUEST FOR WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business quoting the abovementioned quotation number not later than **Tuesday, 07 February 2023 at 12H00**.

The quotation can either be hand delivered in a sealed envelope marked with the quotation number to: **The Quotation Box situated at the reception area of Nquthu Municipal offices, Lot 83/2 Mdlalose Street, Nquthu; OR** email to: adsithole@nquthu.gov.za for the attention of the SCM Office.

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- Bidders must complete MBD4 (**Declaration of Interest**) and MBD6.2 (**Local content and production**) obtainable from the municipal SCM office and submit it with their quotations.
- Bidders must be registered in the Municipal Suppliers Database.
- Quotations between **R30 000** and **R200 000** will be evaluated using **80/20** preferential system.

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

FOR ENQUIRIES Tel: 034 271 6145 (Mr. Mdu Sibiya)
msibiya@nquthu.gov.za

ITEM No.	DESCRIPTION OF GOODS /SERVICES	QUANTITY
	Request service provider who will render training for municipal officials	
	TERMS OF REFERENCE – REGISTRY MANAGEMENT	
	Training Location : By Service provider Refreshments : By Service provider NQF level : Completion certificate No. of learners : 04 Duration : 05 days Classification : Skills programme Accreditation : Relevant to SETAs	
	The municipality is looking for a service provider who will render a Registry Management short course training for municipal employees. The service provider will among others render a theory and practical learning. Following is the scope:	
	Requirements	
	<ul style="list-style-type: none"> • The service provider must be registered with SAQA and relevant SETA • The service provider must be able to assess employees and be able to issue competency certificates at the end of the training • Provide the following: <ul style="list-style-type: none"> Advise on waiting period for learners completion certificates Advise on steps to follow after each module and practical sessions. Advise on what challenges are encountered during both theoretical learning and practical sessions. 	
	Contract	
	The service provider will have a signed agreement with the municipality committing to render all the services mentioned above accordingly.	
	Requirement	
	<ul style="list-style-type: none"> • Filled Nquthu suppliers database forms • Tax clearance certificate • CK certificate • Directors original certified copy of ID • Registration letter from SAQA and SETA • CSD registration 	
	Review	

	<ul style="list-style-type: none"> • The terms of reference will be reviewed as required. All changes to the terms of reference will be subject to the approval of the municipality. 	

DELIVERY ADDRESS:

_____ **NQUTHU LOCAL MUNICIPALITY** _____

i * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.